

**TOWN OF WILLIAMSPORT  
MAYOR AND COUNCIL MEETING MINUTES  
October 10, 2011**

A regular meeting of the Williamsport Mayor and Council was held on October 10, 2011, at the Williamsport Town Hall in Williamsport, MD at 7:00 p.m.

In attendance were:

Mayor James G. McCleaf II  
Asst. Mayor Anthony Drury  
Councilwoman Joan Knode  
Councilman Jim Kalbfleisch  
Councilman Tim Fraker  
Councilman Bill Green  
Town Attorney Ed Kuczynski

Also, present Donnie Stotemyer, Town Clerk

Mayor James G. McCleaf II called the meeting to order. Mayor McCleaf asked all in attendance to stand for a moment of silence followed by the pledge of allegiance.

A motion was made by Councilman Jim Kalbfleisch to accept the minutes of the regular meeting held on September 12, 2011, Executive meeting minutes held September 12, 2011, workshop meeting minutes from October 3, 2011, seconded by Asst. Mayor Tony Drury with all voting in favor motion carried.

**Financial Report**

Donnie Stotemyer, Town Clerk, presented the financial report.

Councilman Tim Fraker made a motion to accept the financial report as presented, seconded by Asst. Mayor Tony Drury, with all voting in favor motion carried.

**Guests**

None

**Correspondence**

Mayor Jim McCleaf read a thank you note from Rehoboth United Methodist Church thanking the auto show coordinators and sponsors for the \$506 donation to the Williamsport Food Bank. The generosity as a result of activities around the auto show will help provide the necessities of life for many of our neighbors.

Mayor Jim McCleaf read a thank you note from the Washington County Boys & Girls Club thanking the Mayor and Council for gift of \$300 and they advised it will be invested in the lives of children in Washington County. A special thank you to Mayor McCleaf and Council.

Mayor James McCleaf read a letter from the Washington County Board of Commissioners. In order to promote interest and involvement in Washington County various Boards and Commissions are listed for upcoming term expirations through December 30, 2011. These include Fire/Rescue Communications Advisory Board, Public Golf Corporation (Black Rock), Mental Health Authority, Property Tax Assessment Appeal Board. If you have any questions regarding the County Boards and Commissions or the appointment process please feel free to contact Vicki Lumm, County Clerk.

### **Reports:**

#### **Board of Elections Supervisor**

No report

#### **Board of Zoning and Appeals**

No report.

#### **History and Museum Board**

Jerry Knode of the Museum and History Board reported on WWII event held October 7, 8 & 9, 2011 in Byron Memorial Park. It was a wonderful weekend. There was music provided by Jump Alley and a 1940's Fashion Show. He also reported on upcoming events are Charlie Brown Christmas at the Springfield Barn.

#### **Planning Commission**

Mayor James McCleaf reported on the following:

Permits Reviewed:

2011-031	22 N. Conococheague St.	Business use Zoning Permit	Approved
2011-032	53 W. Frederick St.	Sidewalk Repair	Approved
2011-033	5 S. Clifton Drive	Construction, bleachers	* Approved
2011-034	154 N. Artizan Street	Construction Permit	Approved
2011-035	154 N. Artizan Street	Construction Permit	Approved
2011-036	154 N. Artizan Street	Construction Permit	Approved
2011-037	201 W. Potomac Street	Demolition Permit	
2011-038	7 E. Potomac Street	Signage	Pending

Business:

Charles South, long time member of Planning and Zoning has decided to retire effective September, 2011. We express our sincere thanks for his years of dedication and service to our the Town of Williamsport.

Outstanding Business:

Buffer Ordinance – pending from attorney  
Demolition Ordinance – still pending from attorney  
Zoning Map with revisions should be available in October, courtesy WCPC.  
Printer Availability

The Planning and Zoning Commission meets weekly on Wednesday at 10:00 a.m., unless no agenda present

**Land Use**

No report

**Legal Council**

Town Attorney Ed Kuczynski reported on the requirement concerning Ethics Ordinance by state law. He has been in touch with states attorney and Mr. Kuczynski will have an approved draft that will be presented to the Mayor and Council at an upcoming meeting.

**Sheriff's Report**

Mayor James G. McCleaf II gave the Sheriff's report for September 2011.

**Council report**

Councilman James Kalbfleisch reported on the following:

- **Wholesale Power Supply** – Williamsport is very close to extending the current power supply contract from an additional year beginning June 1, 2013.
  - The most recent pricing update for 2013 represents approximately an 11% reduction in comparison to Williamsport's current wholesale power price.
- **Retail Rate Filing** – The prehearing conference was held at the Commission last Thursday, October 6, 2011.
  - The public hearings for this case have been tentatively scheduled for Thursday, December 15, 2011 and Friday December 16, 2011 at the Commission.
  - The Public Utility Law Judge hearing this case is scheduled to provide a final Order by Friday, February 24, 2011.
  - Appeals regarding the Judge's ruling will be due by Monday, March 19, 2012.
  - The Final Order is scheduled to be provided by April 27, 2012.
  - At the request of the Commission, the Town has prepared and recently filed an updated retail rate filing utilizing the most recent financial statements (for fiscal

year ending June 30, 2011) as the test year. As a result of this update, there was a negligible change to the revenue deficiency determined for the electric department.

- Williamsport is currently responding to data requests from the Commission Staff and the Office of People's Council.

The Mayor and Council held an open discussion was held concerning the Town of Williamsport's electric rates.

Councilman Tim Fraker reported POOL IS CLOSED!!!!

Councilman Bill Green reported on the upcoming Ghost Walks starting on Monday, October 17, 2011. These walks will be conducted on Monday, Wednesdays and Fridays. He also reported that the Pirate Plunder Event was held for Sunday, September 18, 2011 and was a success. He reported that the new bike signage throughout the Town has been installed and sidewalks are currently being repaired within the corporate limits of Williamsport.

Councilwoman Joan Knode reported that a new concrete pad was just recently installed at the emergency doors at the Springfield Barn. She also reported that the winner of the Kristy Danfelt quilt raffle was Dan Farley from Boonsboro MD.

Asst. Mayor Tony Drury thanked Donnie Stotemyer and staff for their hard while handling the recent sewer leak.

### **Mayor's Report**

Mayor James McCleaf reviewed with the Council the recent sewer spill at Pump Station #1 - it could have been a lot worse than what it was if it wasn't for the quick response of the Town staff. He thanked the Town staff for their response. He also reported on the WWII weekend that was recently held on October 7, 8, & 9, 2011. It was a great weekend and the event gets better every year. The last Cruisein event will be held on Friday, November 4, 2011 in downtown Williamsport. Jimmy Black, the coordinator of these events, will be attending an upcoming Council to give a full financial report for these events. The money raised from this event will be donated to Toys for Tots. Mayor McCleaf also reported on Saturday November 5, 2011 at 9:00 am he is requesting that residents, civic groups, churches and local organizations gather at Byron Memorial Park to help decorate this year's Christmas event. Drinks, hamburgers and hot dogs will be provided. This year's Town of Williamsport Christmas Parade is scheduled for Friday, December 2, 2011 starting at 7:00 pm. If you would like to participate in this year's parade meet out at the Town's water tower by 6:00 pm. Mayor McCleaf reported he attended a re-dedication of the recently remodeled Williamsport Fire Hall. The next scheduled Council workshop is scheduled for Monday, November 7, 2011 and the next regular Council meeting is scheduled for Monday, November 14, 2011 at the Williamsport Fire Hall.

### **Unfinished Business**

Mayor James McCleaf reviewed with the Council adoption of the truck traffic ordinance that would prevent truck traffic in Town center. Mayor McCleaf informed the Council that the truck traffic

ordinance was introduced at the September 11, 2011 Council meeting. Councilman Tim Fraker made a motion to adopt the Town of Williamsport Truck Traffic ordinance as presented, seconded by Councilman Jim Kalbfleisch with all voting in favor motion carried.

Mayor James McCleaf reviewed with the Council bids for grass mowing and trimming, snow removal and/or a combination of the two of Town owned properties during the spring, summer and fall of 2011-2012 will be received until October 7, 2011 4:00 pm at Williamsport Town Hall, 2 North Conococheague Street Williamsport MD 21795. All bids shall be valid from November 14, 2011 - December 31, 2012. Mayor McCleaf stated only one bid was received from Advantage Landscape of Hagerstown MD at a cost of \$ . The Council reviewed the bid packet that was submitted by Advantage Landscape for the mowing and snow removal for the Town of Williamsport.

Mayor McCleaf asked Town Clerk Donnie Stotemyer to do a cost analysis between last year's mowing/snow removal bid and this year's bid and present it the Council at the upcoming scheduled meeting on Monday, November 14, 2011.

Mayor James McCleaf reviewed with the Council the Town of Williamsport's administrative fee policies. All residential and commercial building permits will continue to be processed and paid for through Washington County Permits Office and are not reflected in the fee schedule below adopted by the Mayor and Council of Williamsport.

Asst. Mayor Tony Drury made a motion to introduce the Town of Williamsport Administrative Fee Policy schedule as an ordinance as presented seconded by Councilman Tim Fraker with all voting in favor motion carried.

Mayor James McCleaf reviewed with the Council the installation of a crosswalk at the Williamsport Memorial Library. Mayor McCleaf informed the Council that Washington County Administrator Greg Murray has been contacted and the County is willing to install a crosswalk if the Council agrees. Councilman Tim Fraker made a motion to permit Washington County to install a pedestrian crosswalk at the Williamsport Memorial Library seconded by Councilman Bill Green with all voting in favor motion carried.

Town Attorney Ed Kucynski reviewed with the Council that Town Resident Jessica Williams 9 N. Artizan Street Williamsport MD is requesting a licensing agreement from the Town of Williamsport. He also stated that a motion was made to introduce ordinance on condition on location survey being conducted to issue Ms. Jessica Williams 9 N. Artizan Street Williamsport MD a easement license agreement to allow her to construct her porch. This survey has been completed. Councilwoman Joan Knode made a motion as a duly constituted legislative body that the Town of Williamsport grant Ms. Jessica Williams passing an emergency ordinance, granting a license agreement/deed of easement to Jessica Williams 9 N. Artizan Street Williamsport MD. Councilman Tim Fraker seconded with all voting in favor motion carried.

Mayor James McCleaf informed the Council that the Town would be settling the Carolina Transformer Suit. He stated that the Council was all in agreement to settle this lawsuit.

### **New Business**

Mayor James McCleaf reviewed with the Council that a 6-month CD will need to be renewed at M & T Bank Williamsport MD on October 10, 2011. Councilwoman Joan Knode made a motion to permit Town Clerk Donnie Stotemyer to renew the CD at M&T Bank seconded by Asst. Mayor Tony Drury with all voting in favor motion carried.

### **Citizen Participation**

Town resident Carol Spinney questioned the Mayor and Council if any progress has been made on the Town of Williamsport adopting an ordinance for abandoned properties. Town Attorney Ed Kucyznski that codes are in effect in the Town's enforcement process is in place.

Town resident Walter Williams requested that the Mayor and Council provide a financial statement for town events which would include Cruisins and Pirate Plunder event that was held last year 2010. He also requested a report on funds from the hotel/motel tax from Washington County for fiscal year 2011.

Town resident Chris Grimes informed the Mayor and Council that her and her husband recently attended a State Highway Administration meeting concerning funding that is available to assist with the installation of sidewalks for school children. Town Clerk Donnie Stotemyer informed Ms.. Grimes that she was talking about Safe Route Grant Funding.

A motion was made by Councilman Jim Kalbfleisch to adjourn, seconded by Asst. Mayor Tony Drury with all voting in favor, motion carried, meeting adjourned.

Respectfully submitted,

Donnie Stotemyer  
Town Clerk  
Town of Williamsport